Adjutant General's Department

3/21/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

Location	*Open	Position Position	Title	Department	Closing Date
Ft. Riley	1,2,3	Unclassified Full-time	NEW Equipment Body Mechanic https://www.da.ks.gov/ps/pub/reqinfo.asp?id=174167	RSMS Ft. Riley	March 31, 2013
Ft. Riley	1,2,3	Unclassified Part-time 999 Hours	NEW Equipment Body Mechanic – Trades Trainee – 999 Hour Position https://www.da.ks.gov/ps/pub/reqinfo.asp?id=174166	RSMS Ft. Riley	March 31, 2013
Ft. Riley	1	Unclassified Full-time	Inspection Supervisor Position Open to Current RSMS Employees	RSMS Ft. Riley	March 24, 2013
Ft. Riley	1,2,3	Unclassified Full-time	Building System Repair Tech https://www.da.ks.gov/ps/pub/reqinfo.asp?id=174089	DOFE Ft. Riley	March 24, 2013
Ft. Riley	1,2,3	Unclassified Full-time	Industrial Mechanical Repair Tech https://www.da.ks.gov/ps/pub/reqinfo.asp?id=174066	DOFE Ft. Riley	March 24, 2013
Topeka	1,2,3	Unclassified Part-time (999 Hours)	Resource Protection Officer https://www.da.ks.gov/ps/pub/reqinfo.asp?id=172985	JFHQ Complex Security	Open Until Filled
Salina	1,2,3	Unclassified Full-time	Facilities Specialist https://www.da.ks.gov/ps/pub/reqinfo.asp?id=173935	Smoky Hill Weapons Range	March 22, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Equipment Body Mechanic I Readiness Sustainment Maintenance Site, Ft. Riley, KS

Requisition # 174167 – Closes March 31, 2013 - Full time, unclassified with benefits, state position, \$15.03 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 3/31/2013.

Job Description: Measures, marks, cuts and stacks materials for products. Selects stock as per the welder or Equipment Body Mechanics Instructions, and places it in the work area. Employee assists by clamping, holding, lifting or positioning materials for welding or repair. Places welding machines and equipment near the work location. Rolls and unrolls hoses, and cables. Employee performs routing maintenance and repair on equipment as needed. Employee prepares metal surfaces for painting or repairs and uses grinders, sanders, media blast machines and chemical cleaners. Operates spray equipment and cleans after use. Applies primers, preparations and paints various types.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

Minimum and Preferred Qualifications: Requires experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours may be substituted for one (1) month experience, maximum substitution of 1 year experience.

<u>PLEASE NOTE</u>: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position. IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174167. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to <u>Adjutant General's Department</u> (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be receive within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link:

 http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf
 (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

NEW Equipment Body Mechanic – Trades Trainee – Part Time, 999 Hours Readiness Sustainment Maintenance Site, Ft. Riley, KS

Requisition # 174166 – Closes March 31, 2013 - Part time, unclassified (No Benefits), state position, \$12.35 per hour. This position is a 999 hour position which means the employee can work no more than 999 hours in a one year timeframe. Readiness Sustainment Maintenance Site normal work hours are scheduled Monday thru Friday between 6:00 a.m. to 3:00 p.m. All application must be received by the closing date of 3/31/2013.

Job Description: Trainee assists with welding tasks, performs routine maintenance and repair on equipment, and prepares surfaces for paint and/or repair. Applies primer and performs minor body repairs. Employee also operates grinders, sanders, spray equipment and hand/power tools.

Minimum and Preferred Qualifications: Prefer some background in auto body repair, metal shop or welding desired but not mandatory. PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174166. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

Required Documents:

- State of Kansas Application Form: Send to <u>Adjutant General's Department</u> (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be receive within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link:

 http://www.kansastag.gov/AdvHTML Upload/files/TAG%20306(1).pdf (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Inspection Supervisor Readiness Sustainment Maintenance Site, Ft. Riley, KS Position Open to Current RSMS Employees

Job Closes: March 24, 2013 - Full time, unclassified with benefits, state position, \$21.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:30 a.m. and 3:00 p.m. All application must be received by the closing date of 3/24/2013.

Job Description: Plans schedules and sequence of operations for subordinates. Established deadlines and priorities established by higher level supervisors. Determines the number and type of inspectors needed, considering skill, personnel, materials and equipment available and required. Perform initial inspection on all types of equipment and identifies repair parts and/or repair procedures necessary to bring equipment to standards. Performs process inspections for and checks repairs as they are performed. Employee sets performance requirements and prepares performance appraisals and councils workers as needed. Assists mechanics and supply personnel in preparation of Equipment Improvement Reports (EIRs) and Reports of Discrepancy (RODs).

Minimum and Preferred Qualifications: Requires five (5) years experience in maintenance and repair occupations. Minimum of one year inspecting, diagnosing defects and estimating repair parts requirements. Applicant may substitute 90 clock hours or two semester hours in a post-high school vocational program for one month experience, up to a maximum substitution of one year. Applicant must have a thorough knowledge of the Army Oil Analysis program and safety guidelines. Individual must possess general knowledge of Army maintenance procedures and operations. PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position. MMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to <u>Adjutant General's Department</u> (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be receive within two business days after the job post closing.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Building System Repair Technician Director of Facility Management, Ft. Riley, KS

Requisition # 174089 – Closes March 24, 2013 - Full time, unclassified with benefits, state position, \$16.86 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 3/24/2013.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

Job Description: Employee will perform a variety of building maintenance tasks, including but not limited to, replacing light bulbs and ballast, unplugging sewer drains, some plumbing repairs, servicing HVAC units, painting, minor construction, etc. Employee also performs lawn/landscape duties including mowing, trimming. Employee will operate ground maintenance equipment such as tractors with brush cutters, hydrostat mowers, riding/push mowers, and power rakes. The landscaping duties include but not limited to trimming trees/bushes, planting and watering flowers, scrubs, plants, lawns and trees. Some small engine repair will also be required. In the winter the employee will also be responsible for snow removal.

Minimum and Preferred Qualifications: Requires one (1) years of experience in a mechanical and/or building trades and at least six (6) months experience in lawn maintenance.

<u>PLEASE NOTE</u>: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position. <u>IMPORTANT</u>: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

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Required Documents:

- State of Kansas Application Form: Send to <u>Adjutant General's Department</u> (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
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- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Industrial Mechanical Repair Technician Director of Facility Management, Ft. Riley, KS

Requisition # 174066 – Closes March 24, 2013 - Full time, unclassified with benefits, state position, \$16.86 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 3/24/2013.

Job Description: Employee will monitor, maintain and repair building systems. Employee will perform plumbing maintenance and repairs on water, air, gas, hydraulic, fire sprinkler systems and sewers systems. Identifies and recognizes HVAC problems affecting equipment and makes repairs to systems that provide cooling, heating, filtering or circulation of air for facilities and equipment. Employee will also perform preventive maintenance in accordance with applicable technical data and local procedures in order to optimize the life expectancy of equipment and system. Services and modifies all types of facility equipment including but not limited to water blast systems and components, compressors, electric motors and pumps valves and other mechanical parts including some electrical repairs.

Minimum and Preferred Qualifications: Requires a high school diploma or GED and five (5) years of training and/or experience in building/industrial maintenance and repair, including one (1) year in building systems, i.e. plumbing, HVAC, electrical, etc.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

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STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

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Required Documents:

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 - Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Resource Protection Officer – 999 Hour Position Joint Forces Headquarters Complex Security, Topeka, KS

Requisition # 172985 – Open until Filled. Position is a temporary 999 hours per year position, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm

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STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172985. The Adjutant General's Department is an Equal Opportunity Employer.

Facilities Specialist 184th Smoky Hill Weapons Range, Salina, KS

Requisition # 173935 – Closes March 22,, 2013 – Full time, unclassified with benefits, state position, \$15.75 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 3/22/2013.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

Job Description: Employee will perform general maintenance in the following categories, interior/exterior finish work including paint, plaster, stains, tints or wall coverings; carpentry and masonry to existing structure; wall system construction/repair; grounds maintenance; window replacements; concrete placement/finishing; electrical under supervision of master electrician; replace/repair plumbing, modifications to sheet metal products; service, repair or replace electrical appliances, motors, fuses, switches, etc.; troubleshoot, maintain and repair existing secondary circuits, electrical system, fire suppression systems; and other required facility maintenance. Employee performs preventive maintenance tasks as assigned involving roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements.

Minimum and Preferred Qualifications: Requires a high school diploma or GED and five (5) years experience in the mechanical or building trades. Must be physically able to move objects weighting up to 80 pounds and work at heights up to 100 ft. PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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